

# KINGSMEAD COMMUNITY SCHOOL

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## **STRATEGIC TARGETS**

- Each student receives the right level of individual support in realising their potential
- Our value-added results strive to be first in the County
- All students and staff are confident and competent in the use of ICT and use it effectively to enhance learning and teaching
- Our rigorous self review systems and processes promote school improvement
- Students develop key skills in at least one foreign language and become responsible members of the international community

## **SPECIAL EDUCATIONAL NEEDS**

Kingsmead is a fully inclusive school and our Additional Educational Needs Department reflects this in the wide range of provision we offer. A student is defined as having additional needs if he/she learns in a way that requires some special educational provision to be made for them. All our students are offered a broad, balanced curriculum, tailored to their needs.

We have a large team of highly skilled staff overseeing the provision which may be class based or by way of individual withdrawal or within small groups. Our teaching is multi sensory, taking into account the students' learning styles as well as their emotional and physical needs.

We are well supported by professional outside agencies and always welcome parents/guardians to become fully involved in their child's progress. Above all we endeavour to establish the best possible network of support for every individual.

## **TEACHING METHODS**

Teachers at Kingsmead use a balance of teaching styles ranging from whole class teaching through to individual exploratory learning. Teachers are aware of the different learning styles and learning needs of their students and how to create learning opportunities that enable students to work both within their preferred learning style as well as outside, in order to develop their power to learn. Above all, Kingsmead teachers ensure that the teaching methods they use enable all students to learn effectively.

At Kingsmead, we want students to work for different purposes, with different audiences, using different skills and different approaches, and appropriate rules and behaviour are expected in each of the range of environments that the students use. High standards of behaviour are insisted upon and students are praised regularly for their good effort and achievement with prompt action taken to address poor behaviour. All students will be treated fairly, with an equal emphasis on the work of boys and girls and all ability groups in our inclusive school.

## **RELIGIOUS STUDIES**

All students follow courses in Religious Studies until they leave School. The content of these courses is shaped by the Somerset Agreed Syllabus. This reflects the fact that religious traditions in Britain are in the main Christian and also takes into account the teachings and practices of other principal religions in the country. In addition to developing an understanding of religious belief and practice, Religious Studies also promotes an understanding of the beliefs which shape moral behaviour and spiritual development. Consideration is given to non-religious and religious views on contemporary issues. Parents may exercise the right of withdrawal from lessons on religious grounds, but we are delighted that the majority of students and parents value the lessons whatever their belief background may be.

## **COLLECTIVE WORSHIP**

All students attend two Assemblies each week, 1 whole school and 1 year group. During the whole school assembly, we attempt to give a broad definition of the meaning of "religious worship" and seek to make the most of these Assemblies "mainly of a Christian nature" as required by the 1988 Act. All parents have the right to withdraw their child from or Acts of Worship in accordance with the regulation of the 1988 Education Act. Parents wishing to do so should contact the Headteacher.

## **THE SCHOOL CURRICULUM**

In line with the National Curriculum, we have numbered our Years 7 – 11.

We have a two week timetable and one day per fortnight is "Challenge Day" which enables all students to learn different things in different ways from the 'timetabled curriculum', developing a language for learning with a focus on Perseverance, Imaginative Thinking and Partnership.

### **Year 7**

The following subjects are studied:-

Art and Technology	Mathematics
Drama	Music
English (including an accelerated reading course)	Personal and Social Health & Citizenship Education – <i>delivered through Challenge Days</i>
French and German	Physical Education
*Geography	*Religious Studies
*History	Science
Information Communication Technology	
* <i>delivered through Humanities course</i>	

Most subjects are taught in mixed ability groups. Students who need extra support with English and Maths will receive assistance from the Learning Support Team.

### **Year 8**

The same subjects are taught in Year 8 as in Year 7. Maths is taught in sets. From Year 8 Science is taught in Modules, covering Physics, Chemistry, and Biology. PSHCE/Learn4Life is taught through Challenge Days.

During the Spring Term Year 8 consultations take place between parents, students and staff about Key Stage 4 option choices to arrive at a curriculum for the final three years. This takes into account ability, careers interests and the need to follow a broad and balanced Course.

### **Years 9, 10 & 11**

The courses studied by all students in Years 9, 10 and 11 are English, Mathematics, Science, Physical Education and Religious Studies along with one foreign language. Most students also do English Literature as an examination subject and some students follow a bespoke literacy course as an alternative to a second language. An increasing number of these subjects are being examined in Year 10.

There is also a course in Careers, Personal and Social Education, and Health and Sex Education taken by all and delivered through Challenge Days. ICT is delivered through discrete lessons in KS3 and the course is completed in KS4 and examined through collapsed days and extra curricula opportunities.

In addition, students may choose from the following:-

Art	Land Based Studies
Business Studies	Media

Cert. of Personal Effectiveness  
Drama  
Food Technology  
Geography  
Hair & Beauty BTEC  
Health & Social Care  
History

Motor Vehicle Engineering  
Music  
Physical Education GCSE & BTEC  
Product Design in Technology  
Religious Studies  
Resistant Materials  
Textiles

During the Spring Term of Year 9 students can also choose to follow a Diploma course. There are currently ten Diploma subjects on offer:

Business, Administration and Finance  
Construction and the Built Environment  
Creative and Media  
Engineering  
Environmental and Land Based Studies  
Hair and Beauty Studies  
Hospitality  
Information Technology  
Society, Health and Development  
Sport and Active Leisure

The teaching and learning for these Diplomas is shared between Kingsmead and another school or college in the area depending on which Diploma is taken.

## **SEX EDUCATION**

At Kingsmead Community School all students have entitlement to sex education. The teaching approach and curriculum content set out to ensure that no individual will be discriminated against on grounds of gender, race, religion or sexual orientation.

The programme reflects the general ethos of the School by fostering respect for moral values and other people. Students are enabled to acquire knowledge and skills, which balanced with developing personal qualities, will equip them both now and in the future to make sound decisions. A feature of the programme is the encouragement of student participation in unprejudiced discussion.

The School values its partnership with the home; seeking to inform parents/guardians of the course content and looking for opportunities for their involvement. The Sex & Relationships Education Policy is available to any parent/guardian or interested party.

It is a requirement of law for children to be taught sex education. Parents have the right to withdraw their child/children from all or part of the programme, but must inform the Headteacher in writing of their intentions.

### **Course Content**

- Relationships
- Puberty
- Human Reproduction
- Sexually Transmitted Diseases, including HIV/Aids
- Contraception
- Teenage Pregnancy
- The Law and Sex

## **PHYSICAL EDUCATION AND SPORT AT KINGSMEAD**

Participation in physical education and sport not only develops physical skills and a healthy active lifestyle but is an important character building experience. Students at Kingsmead:

- participate in a wide range of sporting activities;
- learn about the importance of PE in health and lifestyle;
- take part in a range of school teams and a thriving House competition;
- learn to compete as well as cooperate;
- have a wide range of opportunities through our community programme;
- often progress on to participate with local clubs and teams and compete at county level.

The School facilities include a fully equipped Gymnasium and Sports Hall; Pitches for Rugby, Hockey and Soccer; a 400m Running Track and an artificial Cricket Wicket. Swimming is undertaken at Wellington Sports Centre and Wiveliscombe Pool. We are proud to hold the prestigious "Sportsmark" award.

## **THE SCHOOL DAY**

The School Day starts with Registration at 8.50am. There are 5 teaching periods in the day starting at 8.58, 9.57, 11.15am, 12.15 and 2.35pm

A morning break runs from 10.57 to 11.15am and the Lunch Hour is from 1.15 to 2.15pm

The end of the School Day is at 3.35pm

# **STUDENT'S CODE OF CONDUCT**

Is to show courtesy, commonsense and consideration for others at all times by:

- Respecting all members of the school staff
- Respecting everybody's right to personal opinions, beliefs and sexual orientation
- Avoiding all anti social behaviour e.g. swearing, bullying, aggressive behaviour, fighting, poor personal hygiene, spitting, dropping litter, smoking or drugs
- Respecting all school and personal property and not interfering with other student's belongings
- Always being on time for lessons. In class settling down to work quickly and quietly without fuss
- Always having the correct equipment and student planner for every lesson. This includes a pen, pencil, ruler, eraser, colouring pens, pencils and PE/games kit
- Listening to staff attentively and following instructions carefully
- Giving homework and coursework in on time
- Always submitting your own work and never using work copied from other students or other sources and claiming it as your own
- Never using items such as mobile phones or personal music systems in lessons, registrations or assemblies
- Never taking photos or film of anyone without their agreement
- Eating food in the correct places, drinking water rather than fizzy drinks. In lessons only water is allowed
- Moving around the school sensibly – walking not running inside the school building always and keep to the left
- Lining up sensibly for lunch and outside classrooms
- Following the rules on school transport

## School Uniform and Dress Code

Kingsmead students are expected to always look tidy, be clean and wear their school uniform at all times. There may be exceptions such as some school trips but students and their parents will be given clear guidance for the event.

**Please note some slight changes this year concerning skirts. These do need to be tailored and not fashion styles. Also material: denim type material is not allowed for skirts or trousers. Also belts – these cannot be worn as fashion accessories.**

- ⇒ Plain black A-line tailored skirt, knee length. No denim, pleated, mini, puffball, tiered or other fashion styles.
- ⇒ Plain black tailored trousers or below the knee tailored shorts in the summer. No denim, canvas, combat, corduroy, leggings or jean style.
- ⇒ Plain black belts no wider than 4cm can be worn for holding up trousers, but **not** as a fashion accessory.
- ⇒ Kingsmead white or navy blue polo shirt. White shirts or blouses may be worn open necked without a tie **BUT** any longer than hip length must be tucked in to look smart.
- ⇒ If T-shirts are worn under a polo shirt they must be the same colour, not have logo's, long sleeves or be visible.
- ⇒ Round or V neck sweatshirt or jumper, navy blue with a Kingsmead logo. Year 11 students may wear a plain black sweatshirt or jumper.
- ⇒ Navy blue Kingsmead fleece (optional).

### **PE/Games**

- ⇒ Black shorts
- ⇒ Navy and white rugby shirt (games)
- ⇒ Red polo shirt (games & PE)
- ⇒ White T shirt (PE)
- ⇒ Black/red socks
- ⇒ Trainers with non marking soles
- ⇒ Football boots or hockey boots and shin pads
- ⇒ Red sweatshirt with Kingsmead logo (optional)
- ⇒ Plain black jogging bottoms, no stripe (optional)



### **Hairstyle:**

- ⇒ Students are not allowed extreme hairstyles; for example two tone, shaved heads, dyed hair of an unnatural colour. Braided hair is acceptable but beads are not allowed.
- ⇒ If in doubt about a particular style ask your Year Head before having your hair restyled.

### **Jewellery, body piercing and make up:**

- ⇒ It is not appropriate and can be a safety issue for students to wear a lot of jewellery.
- ⇒ You may wear a watch, **one** small **discreet** ring, necklace and bracelet. The current fashion of lots of bracelets is not allowed at school.
- ⇒ Piercing must be restricted to no more than two in each ear and one small nose stud. Studs in any other part of the body must not be worn to school.
- ⇒ Make up and nail varnish are not allowed.

### **Shoes:**

- ⇒ Plain black shoes. Black 'trainer style' shoes will be accepted but they **must not have** any other colours, logos or coloured laces and be of a material that can be cleaned to look smart.
- ⇒ No high or stiletto heels, sandals or flip flops.
- ⇒ Black ankle length boots are acceptable if worn with trousers.

### **Coats and jackets:**

⇒ These **must** be removed in lessons, tutor times, assemblies, detentions and at the request of staff.



***Be sensible***

***Don't tip the balance***

**The school reserves the right to make decisions about uniform and how it is worn, especially when issues of health and safety are concerned. We do hold a stock of clean second hand uniform which students who arrive to school not in uniform will be requested to wear and pay for if they keep.**

**All Uniform should be clearly marked with the student's name.**

## **PERSONAL PROPERTY AND VALUABLES**

All items of clothing and sports kit should be clearly marked with the student's name.

As the School cannot take responsibility for personal property and valuables, we recommend that mobile phones, pagers, MP3 players, jewellery, radios, cassette players and other expensive items should not be brought to School. However, if you chose to do so they are the responsibility of students at all times.

Mobile telephones: Are not to be switched on during the school day or they will be confiscated.

Personal music: MP3 players, etc can be used to and from school and at break and lunchtime only.

The School is unable to insure the students' personal effects that have been brought onto the premises. All personal property, e.g. money, bicycles, clothing, etc. has to be regarded as being on site solely at the owner's risk. Many household policies do cover this risk and it could well be that your child's belongings are insured, but you will need to check with your Insurance Company. Within the School, we encourage students to take all lost property to Reception from where it can be claimed.

## **CHILD PROTECTION**

We follow the established procedures of the Somerset County Council. If you would like to know more about this, please speak to the Deputy Headteacher, Ms Barnes.

**“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to this commitment.”**

## **POLICIES**

The School has a number of policy statements which may be of interest to you. Copies of these can be viewed/ downloaded from the school's website ([www.kingsmead-school.com](http://www.kingsmead-school.com)). These include:-

- Additional Educational Needs
- Behaviour
- Curriculum
- Community Cohesion
- Sex & Relationship Education
- Single Equality Scheme
- Gifted & Talented
- Assessment, Recording, Reporting and Target Setting

## **ADMISSION LIMIT**

Kingsmead has a planned admission number of 145 students. Students who live within our transport designated area and are more than three miles from the School are entitled to free transport to the School. All prospective students should apply to County Hall in the usual way (Telephone Number 01823 355753).

## **FREE SCHOOL MEALS**

These are available to families receiving Income Support, Income Based Job Seekers Allowance, Guarantee element of State pension Credit, Support under part VI of the Immigration and Asylum Act 1999 or Child Tax Credit with an annual income not exceeding £16,190.

If you would like any further information, please contact Mrs Stanford in the School Office.

## **AVAILABILITY OF INFORMATION**

The 1988 Education Reform Act requires that Schools should make certain information available for viewing by parents or members of the public. All documents listed below are available for viewing at the School.

- (a) The most recent OFSTED report.
- (b) Any schemes of work or syllabus used by teachers at the School.
- (c) The LEA agreed syllabus for RE.
- (d) School Profile.

## **CHARGING POLICY**

The Education Reform Act 1988 introduced provisions on charging for School activities.

The purposes of the charging provisions are:-

- To maintain the right to free school education.
- To ensure that activities offered in normal school time should be available to all students regardless of their parents' ability or willingness to help meet the cost.
- To give to Education Authorities and Schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- To confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school either in or outside school hours.
- These provisions broadly reflect the Authority and the School's existing practices in charging for particular activities.

The Local Education Authority has established its policy for charging for school activities, which has been adopted by the Governors. This policy will be kept under review. A copy of the policy is available at the school for any parent who may wish to consult it.

## **Kingsmead's Catchment Area**

The following villages are in our catchment area but some addresses may still fall outside even if the village name is in the postal address. If you are unsure if you fall within our catchment area please contact school admissions on 0845 456 4038

- Ashbrittle
- Ash Priors
- Bathealton
- Bishops Lydeard
- Brompton Ralph
- Chipstable
- Clatworthy
- Combe Florey
- Combe Sydenham
- Cotford St Luke
- Cothelstone
- Cottiford
- Crowcombe
- Crowcombe Heathfield
- Fitzhead
- Flaxpool
- Greenham
- Halse
- Higher Vexford
- Hillcommon
- Hillfarrance
- Houndsmoor
- Huish Champflower
- Kittisford
- Lawford
- Lower Halsway
- Lower Vellow
- Lower Vexford
- Lydeard St Lawrence
- Maundown
- Milverton
- Pitsford Hill
- Preston Bowyer
- Raddington
- Rich's Holford
- Rook's Nest
- Screedy
- Seven Ash
- Shopnoller
- Stawley
- Stogumber
- Terhill
- Tolland
- Tracebridge
- Treble's Holford
- Vellow
- Waterrow
- West Bagborough
- Willett
- Wiveliscombe

Students who live more than 3 miles from the School but within the transport designated area have free transport provided. Parents outside the transport designated area must pay for transport.

The village of Milverton is approximately 3 miles from Kingsmead.

# Kingsmead Community School

## 2009/2010 Examination Results Summary Report to Parents

**Key points:**

GCSE Grades are from A\* to G

77.0% of students achieved at least 5 A\* to C grades

66.9% of students achieved at least 5 A\* to C grades including English and Maths

97.3% of students achieved at least 5 A\* to C grades

338 was the average capped points score (8 subjects A\* is 58 A is 50 etc)

GCSE			A*/A	B	C	D	E	F	G
Art & Design	Total	48	22.9	37.5	35.4	4.2	0	0	0
Edexcel	Female	37	21.6	40.5	35.1	2.7	0	0	0
	Male	11	27.3	27.3	36.4	9.1	0	0	0
Business Studies	Total	17	17.6	23.5	5.9	23.5	17.6	0	5.9
OCR	Female	11	9.1	18.2	9.1	27.3	18.2	0	9.1
	Male	6	33.3	33.3	0	16.7	16.7	0	0
D&T Food Technology	Total	21	0	19	19	38.1	9.5	9.5	0
OCR	Female	12	0	18.2	27.3	27.3	9.1	18.2	0
	Male	9	0	22.2	11.1	55.6	11.1	0	0
D&T Product Design	Total	13	0	23.1	30.8	15.4	15.4	7.7	0
OCR	Female	3	0	33.3	33.3	0	0	33.3	0
	Male	10	0	20	30	20	20	0	0
D&T Resistant Materials	Total	17	0	0	23.5	29.4	23.5	11.8	11.8
AQA	Male	17	0	0	23.5	29.4	23.5	11.8	11.8
Drama	Total	34	18.2	30.3	21.2	18.2	9.1	0	0
AQA	Female	18	23.5	29.4	23.5	23.5	0	0	0
	Male	16	12.5	31.3	18.8	12.5	18.8	0	0
English Language	Total	146	22	25.3	26	11.6	8.9	4.8	0.7
AQA	Female	69	26.5	29.4	33.8	1.5	5.9	2.9	0
	Male	77	18.2	22.1	19.5	20.8	11.7	6.5	1.3
English Literature	Total	135	20	23.7	30.4	12.6	9.6	1.5	2.2
AQA	Female	65	23.1	30.8	32.3	9.2	3.1	0	1.5
	Male	70	17.1	17.1	28.6	15.7	15.7	2.9	2.9
French	Total	41	24.3	31.7	34.1	9.8	0	0	0
AQA	Female	25	24	36	32	8	0	0	0
	Male	16	25	25	37.5	12.5	0	0	0
Geography	Total	69	37.7	24.6	23.2	7.2	1.4	2.9	1.4
AQA	Female	34	32.4	29.4	26.5	8.8	0	0	2.9
	Male	35	44.1	20.6	20.6	5.9	2.9	5.9	0
German	Total	49	18.4	44.9	28.6	8.2	0	0	0
AQA	Female	26	19.2	46.2	26.9	7.7	0	0	0
	Male	23	17.4	43.5	30.4	8.7	0	0	0
History	Total	37	16.2	29.7	21.6	21.6	10.8	0	0
OCR	Female	12	8.3	41.7	25	16.7	8.3	0	0
	Male	25	20	24	20	24	12	0	0

GCSE			A*/A	B	C	D	E	F	G
Mathematics	Total	146	23.3	24.7	32.2	10.3	2.7	6.8	0
Edexcel	Female	69	17.4	24.6	39.1	10.1	1.4	7.2	0
	Male	77	28.6	24.7	26	10.4	3.9	6.5	0
Statistics	Total	24	41.7	33.3	16.7	8.3	0	0	0
Edexcel	Female	6	16.7	50	33.3	0	0	0	0
	Male	18	50	27.8	11.1	11.1	0	0	0
Music	Total	23	30.4	30.4	21.7	0	4.3	8.7	4.3
AQA	Female	13	23.1	30.8	23.1	0	7.7	7.7	7.7
	Male	10	40	30	20	0	0	10	0
Religious Studies	Total	29	44.8	6.9	20.7	10.3	13.8	3.4	0
OCR	Female	18	55.6	11.1	22.2	5.6	5.6	0	0
	Male	11	27.3	0	18.2	18.2	27.3	9.1	0
Science	Total	134	14.9	20.9	32.8	11.9	11.9	6	1.5
AQA	Female	64	10.9	21.9	39.1	14.1	6.3	6.3	1.6
	Male	70	18.6	20	27.1	10	17.1	5.7	1.4
Science Additional	Total	85	18.8	28.2	34.1	11.8	2.4	3.5	1.2
AQA	Female	32	15.6	31.3	46.9	6.3	0	0	0
	Male	53	20.8	26.4	26.4	15.1	3.8	5.7	1.9
Science Applied	Total	47	4.3	19.1	25.5	25.5	17	8.5	0
AQA	Female	31	6.5	29	25.8	19.4	16.1	3.2	0
	Male	16	0	0	25	37.5	18.8	18.8	0
Biology	Total	11	72.7	27.3	0	0	0	0	0
AQA	Female	4	75	25	0	0	0	0	0
	Male	7	71.4	28.6	0	0	0	0	0
Chemistry	Total	11	72.7	18.2	9.1	0	0	0	0
AQA	Female	4	100	0	0	0	0	0	0
	Male	7	57.1	28.6	14.3	0	0	0	0
Physics	Total	11	63.6	36.4	0	0	0	0	0
AQA	Female	4	50	50	0	0	0	0	0
	Male	7	71.4	28.6	0	0	0	0	0
Spanish	Total	21	4.8	47.6	14.3	23.8	9.5	0	0
AQA	Female	10	0	60	10	30	0	0	0
	Male	11	9.1	36.4	18.2	18.2	18.2	0	0
Sport/PE Studies	Total	16	62.5	31.3	6.3	0	0	0	0
AQA	Female	7	71.4	28.6	0	0	0	0	0
	Male	9	55.6	33.3	11.1	0	0	0	0
RE Short Course	Total	115	9.6	8.7	22.6	17.4	16.5	15.7	9.6
OCR	Female	49	10.2	10.2	28.6	22.4	16.3	8.2	4.1
(1/2 a GCSE)	Male	66	9.1	7.6	18.2	13.6	16.7	21.2	13.6

Year 10 Early Entry			A*/A	B	C	D	E	F	G
Mathematics	Total	32	53.1	28.1	6.25	0	0	0	0
Edexcel	Female	12	58.3	25	0	0	0	0	0
	Male	20	50	30	10	0	0	0	0

			<b>D</b>	<b>M</b>	<b>P</b>
<b>ICT National Award</b>	Total	41	48.8	24.4	26.8
OCR	Female	16	68.8	26	6.3
	Male	25	36	24	40

<b>D</b>	Distinction
<b>M</b>	Merit
<b>P</b>	Pass

			<b>D</b>	<b>M</b>	<b>P</b>
<b>BTEC Sport</b>	Total	11	0	2	10
Edexcel	Female	5	0	2	3
Double GCSE	Male	6	0	0	6

<b>D</b>	Distinction
<b>M</b>	Merit
<b>P</b>	Pass

GCSE Equivalent Grades			<b>Level 2</b>	<b>Level 1</b>
<b>French NVQ</b>	Total	59	59	39
OCR	Female	26	65	35
	Male	33	55	40
<b>German NVQ</b>	Total	73	100	0
OCR	Female	34	100	0
	Male	39	100	0

<b>Entry Level</b>	<b>3</b>	<b>2</b>	<b>1</b>
English	8	2	0
Maths	2	0	0

<b>BTEC Entry Level</b>	<b>Level 3</b>
Practical Skills	15
Hairdressing	7

<b>Certificate of Personal Effectiveness</b>	<b>1</b>	<b>Level 1</b>
ASDAN	1	3

## **HOW TO MAKE A COMPLAINT**

We hope that any complaints that parents may have can be resolved by the School. However, there is a three stage procedure for dealing with a complaint:-

- Stage 1: A complaint to the School (through the Headteacher). If the complaint cannot be resolved, it may be necessary to go on to -
- Stage 2: A written complaint to the Governing Body (through the Clerk to the Governors). If the complaint is not resolved at this stage, it may be necessary to go on to -
- Stage 3: A written complaint to the LEA

We do, of course, hope that any serious complaints can be resolved by the parents concerned discussing the matter with the Headteacher and appropriate Member of Staff.

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The information supplied in this Prospectus was correct at the time of its production. Changes in Staff and other factors may, of course, alter the arrangements in the School before your child is admitted. The Head will be happy to inform any prospective parent on request of anything which may have altered, or is likely to change in the foreseeable future.

## PRIVACY NOTICE - DATA PROTECTION ACT 1998

We **Kingsmead Community School** are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.***

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact **Mrs Liz Pow, Bursar**.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.six.somerset.gov.uk/cypdim/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the LA or DfE as follows:

- Mrs Michèle Weaver  
e-Communications Officer  
e-Learning & Information Management  
B Block,  
County Hall  
Taunton  
TA1 4DY  
Email: mmweaver@somerset.gov.uk

### **In addition:**

Connexions Services - Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's support service for all young people aged 13 to 19 in England. We must provide both your and your parents(s) name and address, and any further information relevant to the Connexions services' role. However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform **Mrs Liz Pow** if you wish to opt-out of this arrangement. For more information about Connexions please go to the LA website shown above.